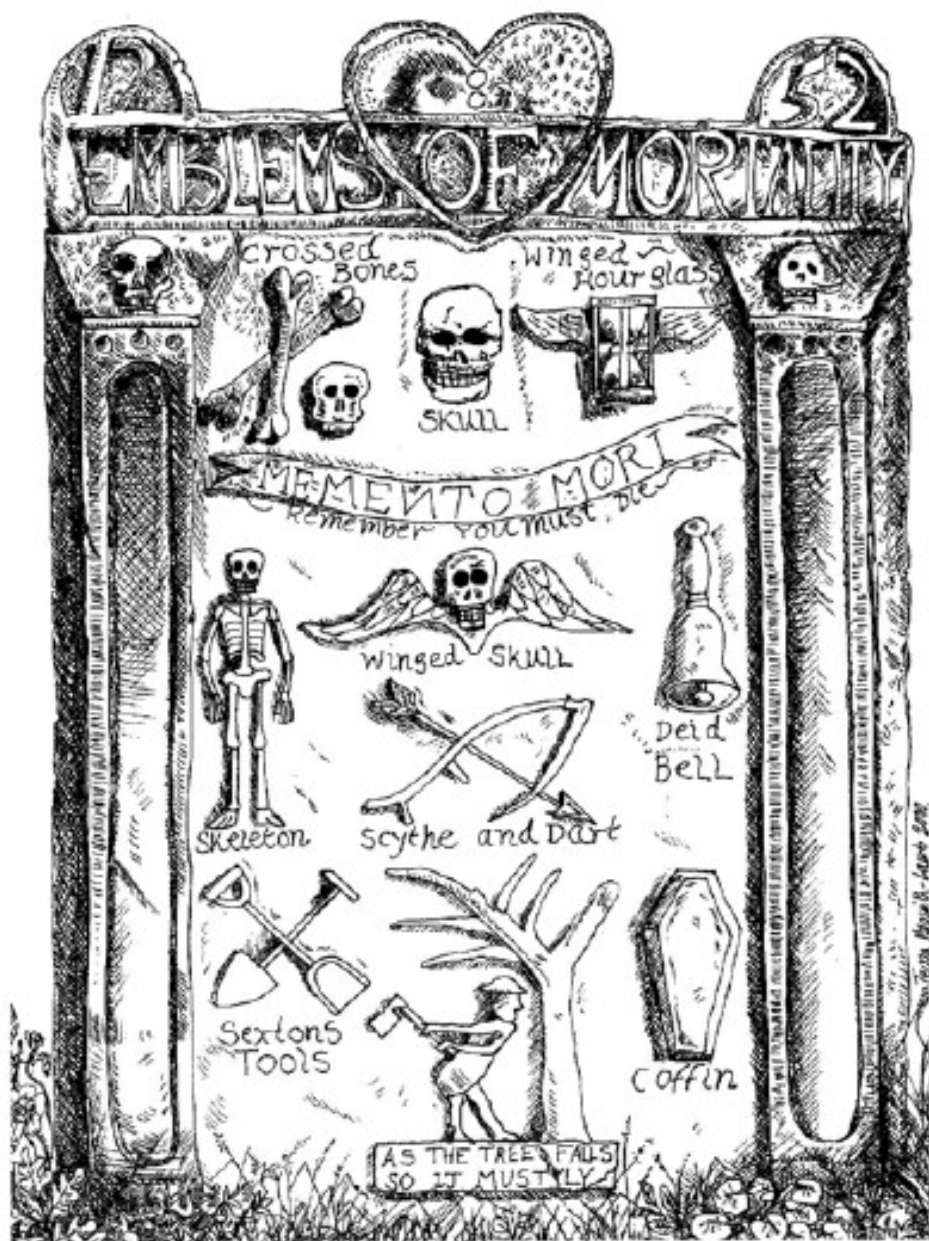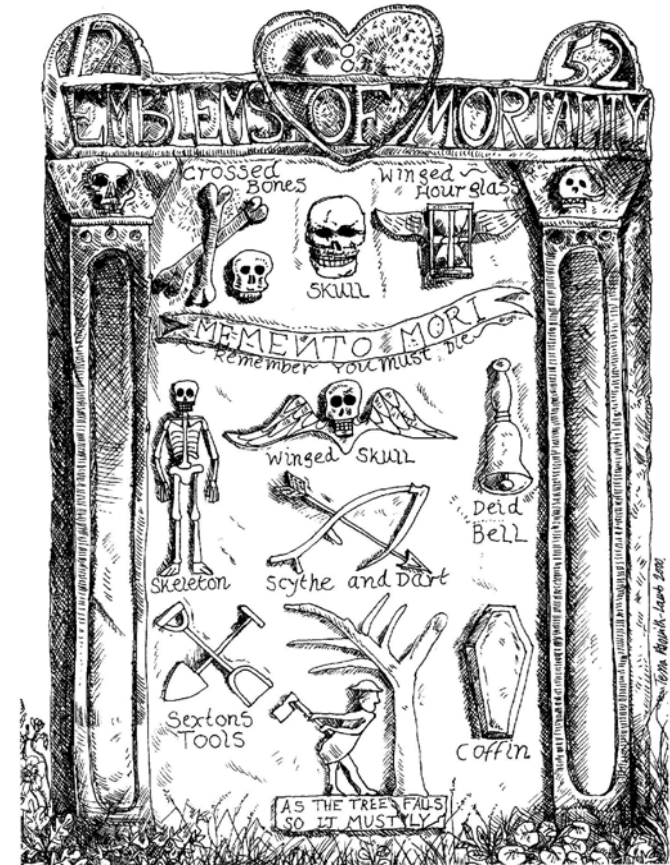# An Introduction to Graveyard Recording

An Introduction to Graveyard Recording

Acknowledgements

The Council for Scottish Archaeology is indebted to the individuals and organisations who assisted with the preparation of this booklet. Appreciation is extended to Dennis Urquhart for providing the information on health and safety, to Gareth Wells for preparing the text on graveyard features and symbolism and to Audrey Dakin, Sally Foster and Debbie Mays of Historic Scotland for providing valuable advice during the drafting of this booklet.

All images used in this booklet are subject to copyright. The CSA is grateful to Tessa Asquith-Lamb for permission to use her drawings of gravestone decoration and symbolism and to Audrey Dakin for her drawings of ironwork and woodwork.

Preface to Second Edition

This booklet sets out guidance on how to complete the CSA Graveyard Recording Form. Inside you will find a brief introduction to some of the features found in Scottish graveyards for more information on Scotland's historic graveyards visit www.scottishgraveyards.org.uk.

The booklet and form were developed by the CSA's Carved Stones Advisor Pilot Project, an initiative funded by Historic Scotland.

March 2006

Figure 1 - Example of Biblical Carving - Adam & Eve
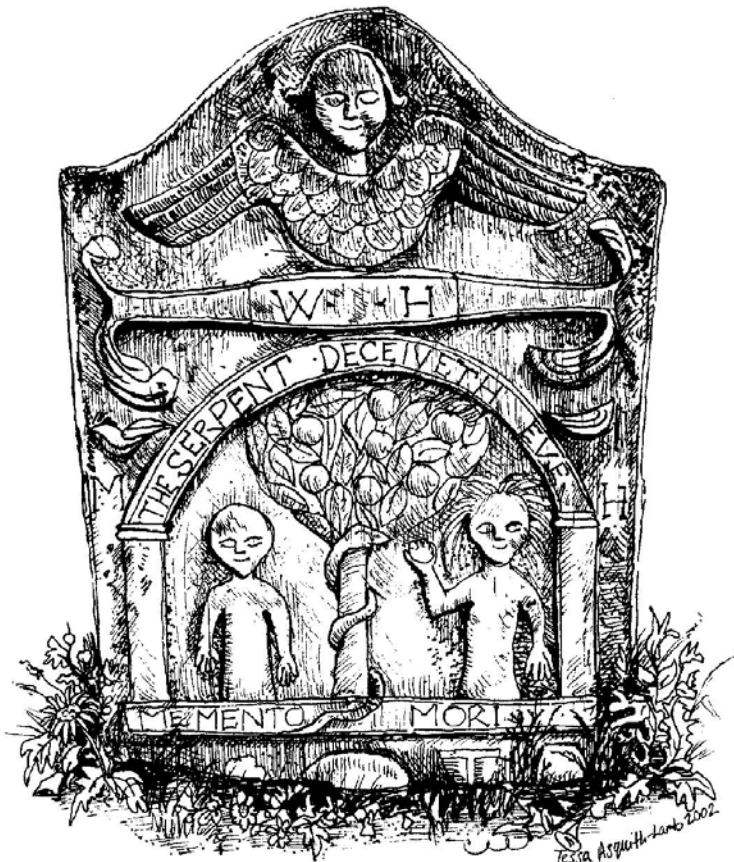© Tessa Asquith-Lamb

Contents

Figure 2 - Example of Biblical Carving - Isaac & Abraham
© Tessa Asquith-Lamb

1.0 Introduction to Scotland's Graveyards

Within Scotland's burial grounds the Nation's history-makers lie side by side with ordinary Scots. Together, their stones tell of the extraordinary events that shaped folks' lives and the small details of daily routines long since lost. The work of Betty Willsher, Dane Love and others has revealed that graveyards have an intriguing history in their own right beyond simply being important records of the past, or acting as places for burial.

Archaeological evidence may show that a site was in use long before it became a burial ground. Examples include the prehistoric stone circle found at Midmar churchyard and the Iron Age broch within Warbeth churchyard, Orkney.

More surprising however, are the many roles a graveyard possessed within a community's social life. From the Middle Ages onward, many of Scotland's parish churchyards were used to host markets and fairs. These were a major event in the community's calendar, and usually an excuse for revelry as well as trade. In Dornoch, Sutherland, a large slab of stone known as the Plaiden Ell, which acted as the official measure for the selling of cloth, can be seen within the Cathedral graveyard. Successive Acts of Parliament from the sixteenth-century onwards gradually outlawed Sabbath markets and fairs in the graveyard. Yet in some quarters this tradition held fast and records show that a market was held in the graveyard at Dornoch at the turn of the nineteenth-century. Graveyards were also economically important to the Church as they allowed a clergyman to supplement his meagre earnings through grazing rights and even bee-keeping in the graveyard.

The cornerstones of community life today – education, medical care, law and order were also centred around the parish churchyard. In the churchyard at Durisdeer, Dumfriesshire the old

school building remains, although Dane Love notes that it has been converted into meeting rooms and halls for the current parishioners. Similarly, traces of the buildings originally used to house a hospital and gaol house can be seen today in the graveyards at Kincardine O'Neil, Aberdeenshire and Greenlaw, Berwickshire, respectively. The Presbytery had the power to mete out punishment to parish miscreants. An Act of Parliament in 1593 decreed that all parish churches should have had a set of iron 'jougs', a hefty chain with a collar used for punishment, much in the same way that stocks were used.

In the late sixteenth-century, the Scottish Parliament ordered that a show of weapons, the 'wappanshaw', should take place in the parish churchyard four times a year, and a fifteenth-century charter recommended that regular archery practice should be undertaken here too. Betty Willsher notes that at Crail churchyard in Fife, the marks made by bowmen sharpening their arrowheads can still be seen on the church tower. As well as being practice areas for warfare, burial grounds could be subject to the ravages of conflict. When Oliver Cromwell captured Perth, his soldiers used gravestones as building material for his fortress at South Inch. At Leith, a fort built by General Monck in 1650 lay partly on the parish burial ground.

Darker, yet more nefarious outrages were committed against the sanctity of graveyards at the hands of the resurrectionists or bodysnatchers. During the eighteenth-century, universities required ever-greater numbers of cadavers for medical research. Demand outstripped the limited supply, and many cadavers were purchased illegally from resurrectionists, who would excavate the recently buried and spirit the bodies away. Across Scotland, fear of body snatching was widespread, especially near university towns. As a result, many parishes invested in items like mort-safes, mort-houses and watch-houses to protect new graves.

Mort-safes varied enormously in design, though the basic idea was to physically prevent body snatchers from obtaining the cadaver. Some took the form of an iron-grille that was placed over the grave (see illustration in Section iv). Being extraordinarily heavy, it prevented anyone from digging up the recently buried coffin. Examples like these can be found at Logierait in Perthshire, or in Greyfriars in Edinburgh. Others took the form of a cast-iron 'over-coffin', into which the wooden casket was placed, and then buried. This could then be retrieved after a suitable period of time. Such examples lie in Colinton churchyard, Edinburgh and at Airth Old parish church, Falkirk. Only a relatively small number of mort-safes survive, probably because many were sold for scrap once no longer needed, or perhaps some were never dug up again.

A similar idea applied to the mort-house. In these buildings the recently deceased could be safely placed under lock and key until such time as natural decomposition meant the cadaver could no longer be used for dissection. The system was perfected with the development of the circular mort-house, which contained a large wheel upon which coffins were placed. By the time a coffin had undertaken one revolution it was safe to bury the corpse. An example of a circular mort-house survives at Udny, Aberdeenshire.

At the gates and entrances of many Scottish churchyards you may find a watch-house, a small, cramped building with a single window. Most had a fireplace, though on cold, dark nights, this would have done little to ease the unfortunate watchers as they looked out over the graveyard. In many cases the watchers were relatives of the deceased but in other cases people were paid to undertake watching on behalf of others. Watch-houses were sometimes built on a grander scale, for example, at Calton Old burial ground in Edinburgh, a large tower was erected to guard over the graveyard.

The Anatomy Act passed in 1832 provided a more regular supply of cadavers by allowing all unclaimed bodies to be used for medical experimentation and teaching. The new law took some time to have an effect, however, and parishes continued investing in guarding the repose of their dead.

Figure 3 - Example of Portraiture
©Tessa Asquith-Lamb

Shifting attitudes towards death have also left their mark on graveyards. Before the Reformation, the rich and powerful were frequently buried in vaults within the church. With the rise of Protestantism, this practice was banned in 1581 and earth burial in the graveyard became the norm. Yet for the wealthy, the desire to be buried close to the church remained strong. Mural monuments and burial aisles, grand edifices built against the walls of the church itself, gave the rich a sense of feeling nearer to Heaven than their fellow man. Mausoleums became increasingly popular in the seventeenth-century, and many churchyards contain these great architectural monuments to wealthy families. In the nineteenth-century, catacomb burials were offered in many early cemeteries. This form of burial was never really successful and earth burial remained more popular.

Before the advent of public cemeteries in the nineteenth-century, when city churchyards became overcrowded burial provision was supplemented by opening municipally owned graveyards, like Greyfriars in Perth, the Howff in Dundee and Calton Old burial ground in Edinburgh.

In addition to the Established Church, some faith groups founded their own graveyards, including the Quakers, who established small burial grounds from the late seventeenth-century onwards. Examples can be seen in Aberdeen, at the Kingswell's burial ground, where a simple tree-covered grass plot with no memorials is enclosed by a wall, or at Kinmuck in Aberdeenshire, where the Friend's burial ground is marked by a walled grass plot with sandstone memorials. In 1816 the first Jewish burial ground in Scotland was established at Braid House Place, Edinburgh. This site also served Jewish communities from Glasgow, until 1831 when part of the Glasgow Necropolis was set aside as a Jewish burial place.

In some cases graveyards were privately owned by institutions such as hospitals, schools, orphanages and workhouses or by individual families with landed estates. Sometimes interments took place outside traditional systems of burial. In this category we find cemeteries for pets, the final resting places of Covenanters or

isolated burials such as the Lonely Graves in East Lothian, which are reputed to be the gravesite of two plague victims.

Many churchyards and cemeteries contain areas set aside where the victims of cholera or diphtheria could be quickly buried. The plague years (which afflicted Scotland from the fourteenth to eighteenth centuries) often left no time for individual memorials to be erected, as whole communities lost large numbers of people. One such example is the mass grave recorded by a plaque of 1647 in the wall of Brechin Cathedral. The inscription commemorates 400 plague victims buried nearby in the cathedral yard. Fear of catching diseases sometimes led to burials taking place outwith churchyards, for example the typhoid pit built on the island of Easdale in Argyll which is covered by a cairn of boulders intended to contain the disease and prevent its return.

In the nineteenth-century, many towns were growing rapidly and began to face serious overcrowding within their parish churchyards. As a result, many churchyards were closed and in their place public cemeteries were opened. Cemeteries offered a wholly different kind of commemorative space to the old parish churchyard. Here, visitors could promenade through well-maintained grounds with deliberate planting, provided with amenities such as benches, pathways and even botanical gardens and fountains.

Cemeteries were as much places of recreation as commemoration. The visitor could examine the tombs of illustrious figures with the intention that one might learn from their example. Local guidebooks of the nineteenth-century often described a town's cemetery in some detail, listing the notable persons interred there. In some special cases, guidebooks were produced for individual cemeteries. A great deal of excitement was generated by the opening of a new cemetery, an idea which seems strange to us today, but these were specially designed landscapes akin to public parks and were as much for the living as for the dead.

Gardens of Remembrance, which do not usually contain burials, gained popularity from the twentieth-century onwards, and continue to be created. These sites are intended to be quiet places of reflection and peace where people can go to remember loved ones. Remembrance gardens are also used by the general public as places of reflection after tragedies and disasters where no burial is possible or the where the actual gravesite is kept private. Examples include the Lockerbie Garden of Remembrance built to commemorate those who died in an act of terrorism in 1988, and the city centre Garden of Remembrance opened in 2005 in Stirling to commemorate the town's war dead.

1.1 Example Graveyard Histories

The rich history of Scotland's burial grounds has been shaped as much by the communities who founded and used them, as by the buildings, gravestones and other features which they contain. As a result, graveyards are fascinating records of social change, as they were constructed, adapted or abandoned depending on people's needs. The following examples show how individual graveyard histories can be traced and recorded through their changing landscapes.

Gordonstoun, Michael Kirk

Michael Kirk was built on the site of **Ogston Parish Church** in 1705 as a mausoleum to Sir Robert Gordon. It is now in use as a non-denominational chapel for the students and staff of nearby Gordonstoun School. Most of the gravestones around the church reflect these different periods of use, and are inscribed with dates varying from the late sixteenth-century and early seventeenth-century to post 1946. The graveyard occupies a clearly defined, almost square, area around the church, which has not been extended over time It is reached by a **track** from the east, and from the west by a path known as the '**silent walk**' (probably used by mourners and visitors to the site), which leads from the school.
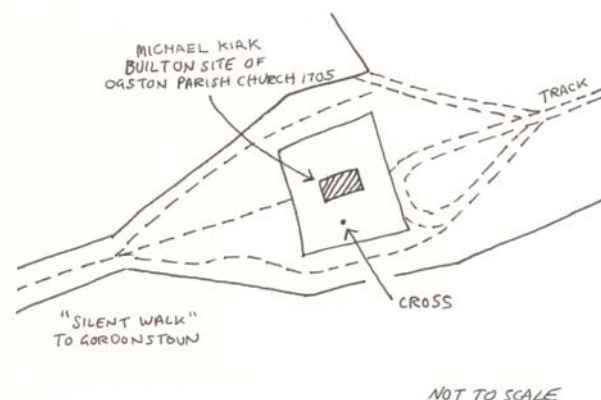

Gordonstoun, Michael Kirk

What details should I include about site type, layout and setting on my graveyard recording form?
This site is currently a graveyard associated with an institution but over its history it has also been connected to a church and used for private family burials. The graveyard has no defined zones or extensions. The '**silent walk**' it forms part of the graveyard's wider setting associated with the ceremonial use of the site.

Knock of Alves, Forteath Mausoleum.

The Forteath Mausoleum was built c. 1850, and takes the form of a rectangular tomb enclosed by iron railings. This burial site was created for use by a single family. Adjacent to mausoleum is the **York Tower**, an octagonal folly built by the Forteaths of Newton in 1827. Close by on the summit of the Knock of Alves are the earthworks of an Iron Age **hill fort**.
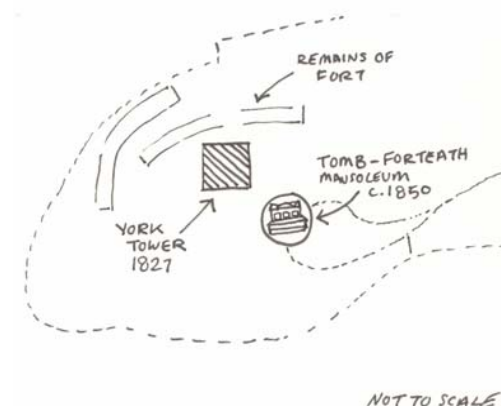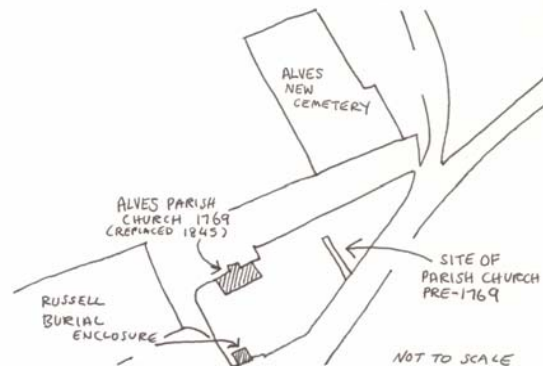

Knock of Alves, Forteath Mausoleum
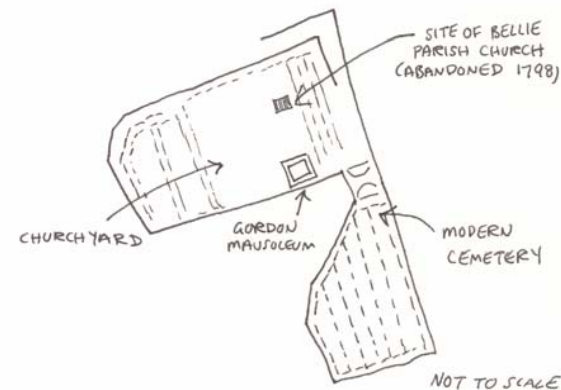
What details should I include about site type, layout and setting on my graveyard recording form?
The site is used for private family burials. The railings around the area of the mausoleum define the extent of the "graveyard site" and the folly and fort should be noted as part of the graveyard's setting.

Alves, Old Parish Churchyard and Cemetery

Alves Parish Church, built in 1769, lies to the north of the churchyard. The graveyard was extended in the early twentieth-century to include the site of an earlier church to the east. These changes over time have led to a wide range of dates appearing on stones within the graveyard, ranging from 1675 to 2002. The site also includes the **Russell family burial enclosure**. A new burial site, **Alves New Cemetery,** was established 150 yards away from the churchyard, which opened in 1991. Alves is a good example of how different areas a churchyard can change in purpose over time; the original church site, once a place of worship a place of worship was demolished and turned into an extension of the graveyard.

Alves, Old Parish Churchyard and New Cemetery.

What details should I include about site type, layout and setting on my graveyard recording form?
This example is made up of two separate sites, the churchyard and the modern cemetery, and these should be recorded on two separate forms. Although the churchyard has seen two major phases of building and use, the site type has not actual changed from that of a graveyard associated with a church. The churchyard extension (where the original church stood) should be noted. Although there is a family-owned burial enclosure, because the site was never used solely by a particular family the site type of private family burial ground is not applicable in this case. Reference should be made to the cemetery as a feature of the churchyard's setting and a similar note should be made that the churchyard is located in the cemetery's setting.

Bellie, Old Parish Churchyard and Cemetery.

Demolished in 1789, **Bellie Parish Church**'s graveyard is now known as Bellie Old Parish churchyard, the name giving a clue to its changed status over time. Many graves are situated around the site of the old church, the earliest being from 1699, with most dating to the eighteenth-century. This area also contains two burial enclosures and a large classical-style mausoleum containing early nineteenth-century sarcophagi. A cemetery opened adjacent to the original churchyard site in 1929, and is accessible from the south of the churchyard. The history of this site illustrates how a graveyard can begin by serving local churchgoers, with specific areas segregated for the use of individual families, whose immediate setting then develops for use by the wider community.
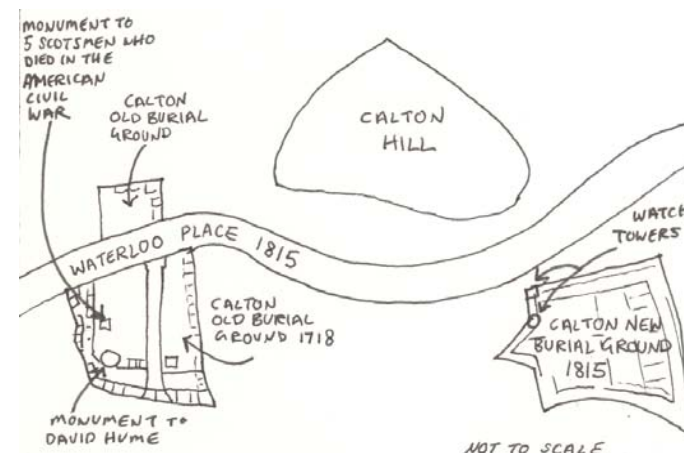

Bellie, Old Parish Churchyard and Cemetery.

What details should I include about site type, layout and setting on my graveyard recording form?
This example is made up of two separate sites, the churchyard and the modern cemetery, which should be recorded on separate forms (although, it is possible that on the ground the new cemetery might be mistaken for a churchyard extension since it is directly accessible from the churchyard area). Reference should be made to the cemetery as a feature of the churchyard's setting and a note should be similarly made for the cemetery's setting.

Edinburgh, Calton Old and New Burial Grounds
Calton Old Burial Ground was granted to the Trades of Calton in 1718, and sold to Edinburgh Town Council in 1788. The site contains monuments of national and international significance, such as the **David Hume mausoleum** and the monument to the Scots who fought in the **American Civil War**. Carlton Old was extended at the turn of the nineteenth-century before being bisected by the construction of Regent road in 1815. This created a small 'orphaned' section to the north across the road from the main graveyard area. Spoil from these works was moved to **Calton New Burial Ground** further up the road (opened 1815) along with memorials, human remains and soil. As a result a small number of pre-1815 memorials can be found in the Calton New burial ground. Such was the threat of body snatching at this time, two watch towers were placed in the New Carlton graveyard to safeguard those recently deceased. The history of Carlton Old and New Burial Grounds shows that external factors (like the construction of a road in this example) can cause quite radical changes, even destruction, to burial landscapes. These examples also reveal how such changes can occasionally cause confusion over dating sites by the details recorded on gravestones.

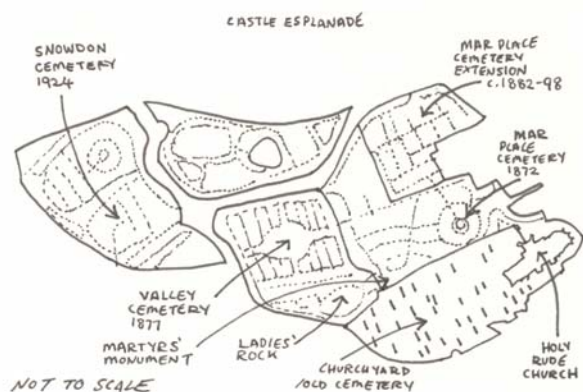**Edinburgh, Calton Old and New Burial Grounds**

What details should I include about site type, layout and setting on my graveyard recording form?
This example is made up of two separate sites, Carlton Old (including the orphaned area) and Carlton New, which should be recorded on separate forms. The fact that gravestones were transferred from the earlier site of Carlton Old to Carlton New should be noted on your form and that each site is in the setting of the other graveyard.

Stirling, Holy Rude churchyard, Mar Place Cemetery, Valley Cemetery, Snowdon Cemetery (collectively known as the Old Town Cemeteries)
Holy Rude Churchyard, dating from the sixteenth-century, forms the oldest part of the site. Its boundary wall was removed as part of Dr Charles Rogers campaign to extend the churchyard by building **Mar Place Cemetery** in 1872, and the **Valley Cemetery** in 1877. Within this area lies the **Martyrs Monument** erected in 1859, which is composed of an angel watching over two young girls reading the Bible. Mar Place Cemetery was further extended in

1882. **Snowdon Cemetery**, named for the former Snowdon House which once occupied the site, was established in 1924. A driveway separates the **Valley Cemetery** from the Drummond Pleasure Ground (built c.1862). A natural outcrop of rock known as **Ladies Rock** is also situated within the site, and provides vantage points over the cemetery and across the Forth Valley.This complex site is a landscape of contrasts, ranging from the random arrangements of memorials within **Holy Rude Churchyard**, to the planned layout of the cemeteries and natural features such as **Ladies Rock**.

Stirling, Holy Rude churchyard and the Old Town Cemeteries

What details should I include about site type, layout and setting on my graveyard recording form?
This complex site should be recorded using separate forms for each of the cemeteries and the churchyard, as they vary greatly in character and historical period. Each of these sites will form part of the other's setting.

ii. Glossary of Built Features Found in Graveyards

Traces of the many roles graveyards could play in a community can still be seen today through surviving built features. The following list sets out examples of some of the features you might find.

BEE BOLE Rectangular recess in a wall used to house bee hives (e.g. West Linton, Peeblesshire).

BELL TOWER A free-standing tower, currently either with or without bells, which is often all that remains of a former church.

BOUNDARY WALLS The enclosure of the graveyard using stone, metal railings, embankments or vegetation. Many boundary walls act as retaining walls as the ground level on one side is higher than that on the other.

BURIAL AISLE A projecting wing or chapel within a church used exclusively by one family for burial.

BURIAL ENCLOSURE A burial lair or group of lairs enclosed by a wall, fence or hedge. This enclosure is unroofed and occasionally may adjoin the church.

BURIAL VAULT An underground room for interment.

CATACOMBS A structure, usually underground, containing a series of burial vaults, found in some nineteenth-century cemeteries (e.g. Warriston cemetery, Edinburgh).

CHARTER BOLE A rectangular recess used to house charter documents defining ownership of adjoining properties (e.g. South Queensferry by Edinburgh).

CHURCH HALL A freestanding building that acts as a recreational and meeting place for the church congregation.

CHURCH RUIN/ TOWER RUIN Roofless remains of former church and/or tower sometimes redeployed as a burial aisle or enclosure.

CREMATORIUM A building where human remains are cremated.

CHURCHYARD CROSS / CROSS BASE A Pre-Reformation stone cross that was erected in the churchyard to denote consecrated ground or a preaching station. In some cases the cross may also have acted as a memorial to a specific individual. (e.g. the Kildalton Cross, Islay).

DETACHED TOWER A tower that stands alone from the rest of the church.

DOVECOT/ DOOCOT A building or enclosure for nesting pigeons or doves for farming purposes. Usually square, circular or rectangular in shape, they may occasionally still be lined with nesting boxes and have a central access pole known as a potence (e.g. St Sef's, Dysart, Fife).

FONT A structure resembling a stone bowl designed to hold the holy water used at the sacrament of baptism (e.g. Ecclesmachan, West Lothian).

GAOL HOUSE / LOCK UP A building or tower used to detain parish miscreants (e.g. Greenlaw, Berwickshire). The gaol may have also had an associated courthouse (e.g. Torphichen Preceptory, West Lothian).

GATEWAYS Gateways are often highly ornamental and were sometimes erected to lairds, ministers or as war memorials. Churchyards usually have more than one entrance, one of which may have been reserved for the minister or laird (e.g. Cutler, Lanarkshire). Nineteenth-century cemeteries are especially notable for grand and dramatic entrance gates, which were often decorated with symbolism relating to death.

GATEHOUSE A building located at the entrance to a burial ground. In nineteenth-century cemeteries this was often used as an administrative centre.

HEARSE HOUSE A building to house the vehicle used to convey a coffin at a funeral (e.g. Ednam, Roxburghshire).

HERMITAGE / CELL A small basic room, often partially underground, used for solitary meditation (e.g. Broughton, Peeblesshire).

HOLY WELL A natural spring attributed with healing or other holy properties (e.g. St Mary's Chapel, Duff House, Banff).

JOUGS An iron neck ring use to punish parish miscreants in conjunction with **STOCKS / PILLORY / WHIPPING POST** (e.g. Pencaitland, East Lothian).

PLACE OF WORSHIP A structure used to shelter worshippers, often used by one particular religious group, although sometimes non denominational. Buildings range in size from tiny chapels to large cathedrals.

LYCH GATE A structure, usually of timber with a roof and open sides, acting as the main entrance gate to a churchyard. Originally the gate provided shelter for shrouded bodies before burial and later provided a resting place for the coffin whilst the funerary party awaited the priest.

MAUSOLEUM Buildings used by a laird and other well-doto members of society for private family burials. Mausolea are freestanding structures erected over burial vaults within which the coffins were placed. When such structures are attached to churches they are termed burial aisles.

MERCAT CROSS A stone cross marking a market place (e.g. Duffus, Morayshire).

MORTHOUSE Buildings erected for the temporary security of the dead during body snatching times, sometimes taking the form of a partially subterranean vault (e.g. Kemnay Aberdeenshire).

MORTSAFE Iron, or iron and stone, cage-like structure placed over a coffin or grave to prevent access to the corpse from body snatchers (e.g. Greyfriars, Edinburgh). Occasionally mortsafes take the form of an iron coffin shaped chest, within which a coffin may be placed.

MOUND Many burial grounds are built on naturally occurring mounds. Occasionally mounds may be man-made and archaeological features in their own right (e.g. the motte and bailey at Inverurie, Aberdeenshire).

MOUNTING STEPS Steps placed at the entrance to the church path in order that visitors could mount and dismount their horses more easily (e.g. Abercorn, West Lothian).

OFFERTORY HOUSE A small sentry box-like structure erected at churchyard gate to receive church collection (e.g. Torphichen, West Lothian).

SANCTUARY CROSS/ MARKER Markers denoting the extent or central point of a protected area used as a place of refuge

SCHOOLHOUSE A building used to educate the children of a parish (e.g. Durisdeer, Dumfriesshire).

SESSION HOUSE A free standing building, which was the meeting place of the church session, sometimes doubling as a gatehouse or as a church hall (e.g. Dirleton, East Lothian).

STANDING STONE / STONE CIRCLE A prehistoric site composed of large vertical or horizontal stones (e.g. Midmar, Aberdeenshire).

SUNDIAL A device to show the time by the shadow of a pointer in sunlight (e.g. Rhu, Argyll and Bute).

WATCH TOWER /WATCH HOUSE A building at the entrance to a graveyard with a window looking onto the burial ground. Here people undertaking watching duty would sit to guard recently buried corpses from body snatchers (e.g. Duffus, Morayshire).

WAR MEMORIAL A monument or structure dedicated to the fallen parishioners or townsmen of war, predominantly the 1st and 2nd World Wars.

OTHER FEATURES Many graveyards have features that reflect specific local traditions. For example, in the graveyard at Dornoch Cathedral, Sutherland lies a large flat stone dating from the time when the graveyard was used as a market place, which was used to measure cloth. At Ewes, Dumfriesshire, parishioners preferred the kirk bell to be hung from a tree in the graveyard rather than a bell tower and this practice remains today. In the graveyard at Old Dailly, Ayrshire two large boulders lie. Known as the 'Lifting Stanes', these were used to test the strength of menfolk in the parish - an act that is no longer attemptable today as the local authority, fearing their theft, has fixed them to the ground.

iii. Examples of Carved Stones and Gravestones Found in Graveyards

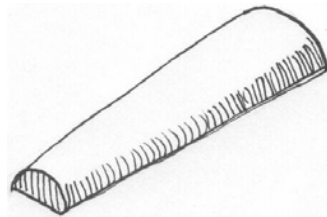Pictish Stone

Early Medieval Outline Cross

Early Medieval Cross of Arcs

Disc Head Marker
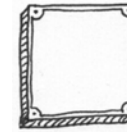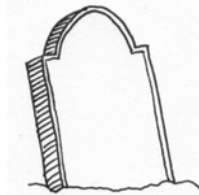
Sarcophagus / Stone Coffin

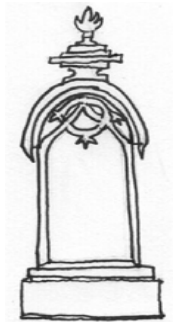Body stone

Recessed Tomb

Wall / Mural Monument

Wall / Mural Tablet
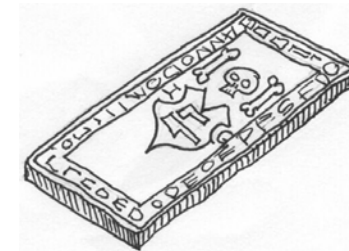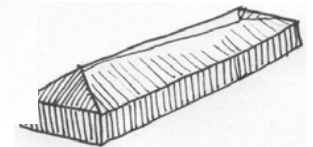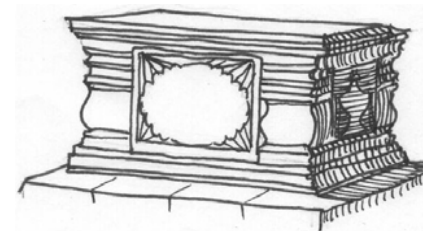
Wall / Mural Tablet

Headstone

Headstone

Graveslab / Recumbant slab
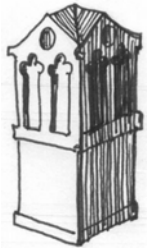
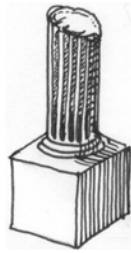Flat / Ledger Stone

Low Coped Tomb

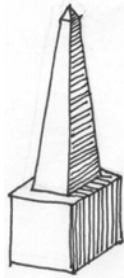Altar / Chest Tomb
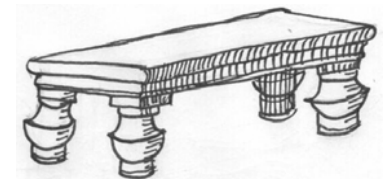
Table Tomb / Through Stane

iii. Examples of Carved Stones and Gravestones
Graveyards (continued)

Square Monument
/ Pedestal Tomb

Broken Column

Obelisk
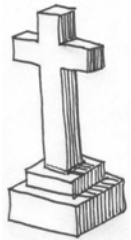
Free-standing
Cross

Early Medieval
Cross

Sculpture
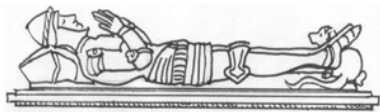
Effigy

Sculpture

Kerb Set

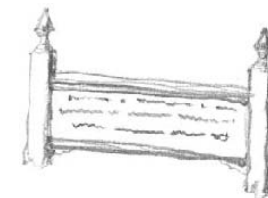### iv. Examples of Ironwork Found in Graveyards
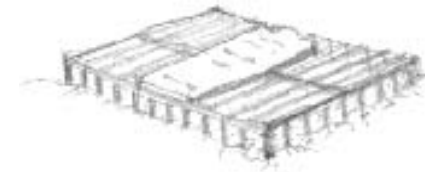
Mortsafe
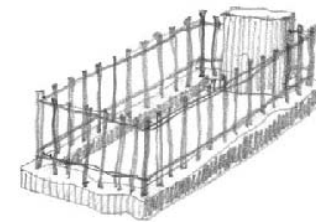
Grave Railings
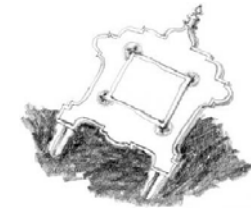
Headstone

v. Example of Woodwork Found in Graveyards

Grave Rail /Board

Figure 4 - Emblems of Immortality
©T. Asquith-Lamb

2.0 Gravestone Symbolism and Carvings

Upright gravestones first appeared in Scotland around 1640 and were smaller than the traditional flat graveslabs used in the Middle Ages. From this time onward, a far greater number of ordinary people began to erect a memorial to themselves and their families. Over the next two hundred years numerous different styles of gravestones have been placed in graveyards (Section iii). Gravestones and other carved stones illustrate vividly both continuity and change amongst the communities using a graveyard. This can be strikingly seen, for example, when enigmatic Pictish carvings sit among myriad gravestone forms of the Victorian classical revival.

Symbols have been carved on gravestones since the middle ages, with emblems representing a belief that the soul would rise and live on in heaven (the winged cherub), as well as reminders of how short this mortal life really was (the hourglass, skulls, crossbones etc. see cover and figure 6). These traditional symbols continued in use, and ordinary people would often add symbols to show what they did for a living.

In the late seventeenth-century and early eighteenth-century, craftsmen often belonged to bodies known as trades incorporations, powerful organisations that represented and controlled the interests of their members in the towns and cities of Scotland. People were proud to be members of these bodies, and would use their emblems (usually the tools of their trade) on family gravestones [see figure 5]. Most large towns would have had several different Incorporations, such as the Hammermen, the Glovers, and the Weavers. Some of the tools found carved on gravestones are no longer used today, but examples can be found in museums across Scotland. Working scenes, and the tools craftsmen used, offer an important and poignant insight into the daily life of ordinary Scots.
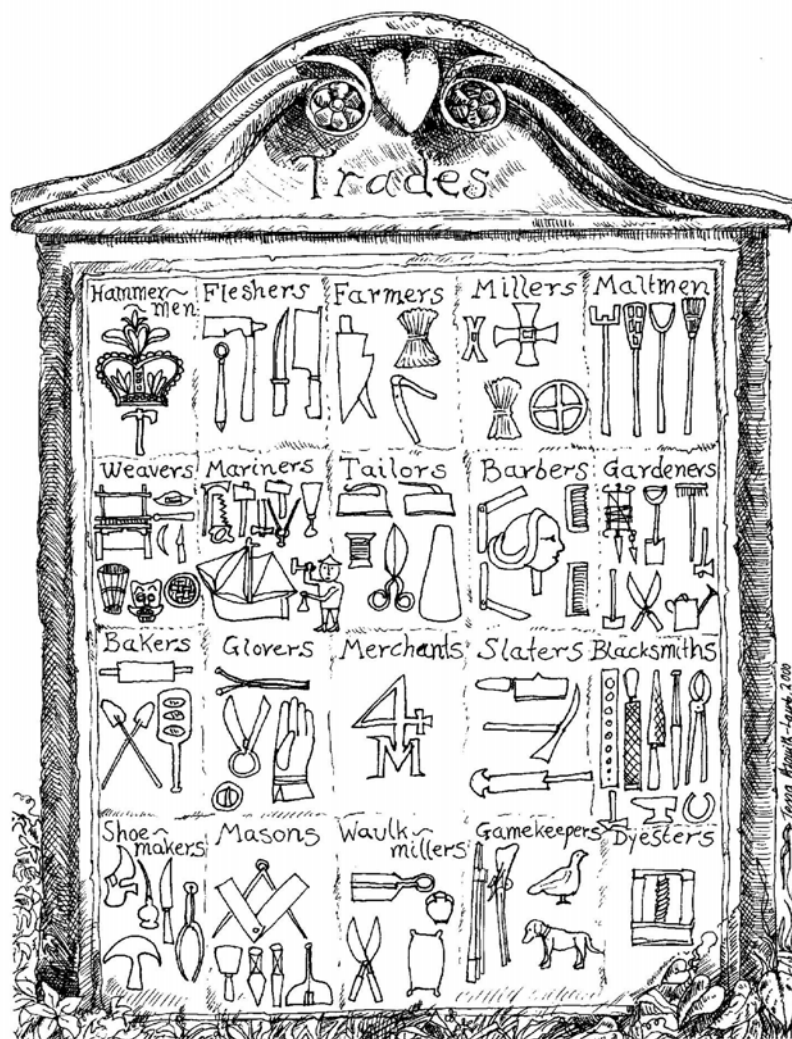
Figure 5 - Trades - ©T. Asquith-Lamb

Religious imagery on gravestones can give us an insight into the beliefs of ordinary people. Across Scotland we find a wide range of religious scenes being used to express belief in ideas such the Resurrection, that the Word of God had to be followed rigorously, or the concept of original Sin. Scenes such as the Temptation of Adam and Eve [see figure 1] or Abraham and Isaac [see figure 2] convey a sense of the beliefs of the time.

Other figures appear, notably the Green Man, who is shown in many guises, but always with greenery and branches sprouting from his face. His origins are unclear, and possibly he is pre-Christian. Used in this Christian context, he appears to symbolise the idea of regeneration: as the tree blooms again after winter, so the soul will live again in Heaven. Greenery may also play a similar role, conveying the idea of the soul's immortal quality.

Portraiture appears in many parts of Scotland, and varies from crude 'death mask' carvings to detailed full-length likenesses [see figure 3]. The purpose of this remains unclear, but perhaps the families of the deceased sought a reminder of their loved ones when they were alive. These likenesses are fascinating guides to how ordinary people dressed at a particular date.

As time passed, the old symbols were no longer fashionable. The Georgians and Victorians began to employ their own emblems, drawing on the Classical past as well as the natural world for inspiration. Popular emblems include the draped urn and weeping woman, which appear in sculpture of the period and also on mourning jewellery. The period also saw in increasing use of Christian symbols especially flowers and foliage with Biblical associations including palms, passion flowers and lilies and emblems such as anchors, symbolising hope, and doves, symbolising peace.

3.0 The CSA Graveyard Recording Form

The CSA Graveyard Recording Form creates a comprehensive summary of your chosen site. It does not aim to record every individual gravestone, or to concentrate on any particular feature, but rather to gain a thorough overview of the graveyard's landscape. Many graveyards have never been recorded in this way, so the work you are carrying out will be extremely useful in understanding your site and the wider history of Scottish graveyards. The form is designed so that you will not duplicate the work of other recorders, and that each person's work will build together to provide valuable information for future researchers.

3.1 The Different Stages of Recording:

A. Research and preparation

- Select a graveyard you find interesting. Use the bibliography in 'Researching Your Graveyard' (see Section 5) for inspiration.

- Research the history of the site, find out whether any surveys have been completed before, and look for any other useful information, such as maps, lair plans and parish registers.

- Read Section 4 on 'Health and Safety in Historic Graveyards'.

B. Fieldwork

- Note your graveyard's location, environment and setting.

- Identify the site type and layout.

- Make a graveyard sketch plan to show the shape of site, location of entrances, buildings and other features.

- Describe any features in the graveyard that are NOT gravestones e.g. buildings, walls, trees and other planting.

- Describe the gravestones, number, date, shapes and carvings.

- Look at the condition of the graveyard.

- Assess the graveyard's current use and conservation needs.

C. Copying up and archiving your work

- Complete your final, best copy of the Graveyard Recording Form.

  Send copies of your survey to (See Section 6):

  -
    - * the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) for inclusion in the National Monuments Record for Scotland (NMRS)
    - * the relevant Local Authority Archaeologist for inclusion in the local authority's Sites and Monuments Record (SMR)
    - * the Graveyard Working Group of the Scottish Association of Family History Societies (SAFHS)
    - * your local history library, archive or heritage centre.

- Where possible, please include, any additional information you find, such as copies of photographs (print or digital) sketches, earlier plans, surveys or other documentary evidence.

3.2 Hints and Tips

The following hints and tips may be useful if you are surveying a graveyard for the first time. If you have any useful hints you would like to share with other graveyard recorders, please contact the Council for Scottish Archaeology so that they can be included in any updates of this document.

Before you go – hints and tips

Not all of the information you need to complete the form can be found from visiting the graveyard alone. Some of the work needs to be carried out before you actually visit the site.

- **Grid Reference:** details about a site's grid reference and **NMRS number** can be obtained online from PASTMAP. http://www.pastmap.org.uk or by contacting the Royal Commission on the Ancient and Historical Monuments of Scotland (see Section 6).

- **Obtaining a map or plan of the site before you visit.** This will be very useful in assisting you to divide a large graveyard into survey areas and providing a basic outline and layout of the site for your sketch plan.

- **Get background information on your site.** Local guidebooks or previous surveys may exist and may be available from your local library or through the National Monuments Record. (See Section 6). Read the free booklet *Researching your graveyard* to obtain help on sourcing information about Scottish graveyards (see Section 5)

- **Get permission to visit the site.** Check whether there is public access for the graveyard you are about to survey, or if you need to speak to the owner before you visit.

- **Health and Safety.** Finally, before you visit the site, please read Section 4 'Health and Safety in Historic Graveyards'.

Working in the graveyard - Fieldwork tips

The form is designed so that fieldwork should take on average no more than a couple of hours, depending on the graveyard's size, the number of gravestones, and whether you are working alone, with a partner or in a group.

- Check around the graveyard to see if there are any signs or leaflets provided by the site's owners that can help you.

- Walk around the site to assess the best way to tackle recording its features.

- Working with a partner can be helpful, as one person can read out sections of the form while the other counts the gravestones or site features.

- If you are not local to the site, you could ask any graveyard visitors if they know anything about its history or changes in use or condition.

Sections of the form ask you to count or estimate the numbers of stones that share specific features. In a large graveyard it can be more difficult to keep a note of lots of different data at once. There are three possible ways of dealing with this problem.

- Use a 'rough copy' of the form to make notes in the field and keep a tally of features as you go around the site. This information can be copied up to make a final best copy of the form at a later stage.

- Divide the graveyard into smaller, more manageable sections so that you can count the stones or features in found in each section separately. It may make things easier if you use a separate copy of the Graveyard Recording Form for each section. The information can them be compiled onto one best copy final form at a later stage.

- Or you could complete several circuits of the graveyard so that you can count one particular feature at a time.

3.3 How to Fill Out the CSA Graveyard Recording Form

The form is a combination of multiple choice answers and sections for you to provide written details about the burial ground. The final page of the form provides extra space for your answers, as well as room for any other information you might have about the graveyard.

Question 1. Graveyard Name and Address
When giving the graveyard's name and address, please supply the fullest details possible. This information will help eliminate any possible confusion about the site's whereabouts.

Your site may be known by more than one **name**. It may have an informal local name or may be associated with a church which has been rededicated or otherwise changed its identity (e.g. Michael Kirk, Gordonstoun, see Section 1.1). Give the current name for your site first, then any **other names** you may know of.

Record the fullest **address** you can find. Some rural graveyards may be isolated and not have a detailed street address or postcode.

Record the current **parish** and local **authority area**. Older maps and documents you may have found when researching your site may refer to earlier parishes or local authority areas.

COUNCIL FOR SCOTTISH ARCHAEOLOGY   GRAVEYARD RECORDING FORM

1. GRAVEYARD DETAILS
NAME (S)

ADDRESS   POSTCODE

PARISH   LOCAL AUTHORITY AREA

2. GRID REFERENCE   The centre of the graveyard is located at:
Grid ref. not known ☐

3. NMRS NUMBER(S)

Graveyard not NMRS registered ☐   Don't know NMRS number ☐

4. SITE STATUS   Please tell us if any part of the graveyard is :

I) Listed   Yes ☐ No ☐ Don't know ☐   II) Scheduled Yes ☐ No ☐ Don't know ☐

5. GRAVEYARD SITUATION is the graveyard found	**6. SURROUNDING LAND USE** Please tick all that
In a major town or city? ☐	apply (up to 100m):
In a small town or village setting? ☐	Agriculture ☐ Amenity ☐ Housing ☐ Road ☐
By a small settlement, farm, croft or house? ☐	Seaside ☐ Woodland ☐ Fresh Water ☐ Industry ☐
Completely isolated from any settlement? ☐	Other ☐ - state…
Other ☐ - state…	

7. SITE TYPE AND LAYOUT
A. Site Type – Tick all boxes that apply, even if the church or other buildings no longer remain standing or have fallen out of use Categories apply to examples of intramural, as well as outdoor, burials. If you tick more than one box below please give details about the graveyard's layout and history in Part C

- Graveyard connected to a church ☐   • Graveyard connected to a chapel ☐
- Graveyard connected to monastic site / religious house ☐   • Graveyard associated with a cathedral ☐
- Graveyard associated with another place of worship or faith group ☐ – state…
- Graveyard associated with an institution (e.g. school, hospital) ☐ – state…
- Municipal burial ground pre-1830 in date ☐   • Public cemetery post-1830 in date ☐
- Private family burial(s) ☐   • Garden of remembrance ☐
- Pet cemetery ☐   • Other ☐ - state…

Part B: Graveyard Extensions and Zones Does the graveyard fall into distinct areas of ground that have a different history or use from one another?
                    No ☐   Yes ☐ – describe in Part C and mark them on your site sketch overleaf.

Part C: Further Details Can you tell us more about the history and chronology of the graveyard's layout? Please make sure you complete this section if more that one box was ticked in Part A. Use a continuation sheet if necessary.

Question 2. Grid Reference

Give a **grid reference** for the centre of your graveyard. This should be made up of the Ordnance Survey (OS) map sheet letters and either 6 or 8 numbers for the eastings and northings e.g. NT542973 or NT5423 9734. If you are unsure about how to find an OS grid reference for your site try visiting the Ordnance Survey website, which provides information on the national grid and how to create and read grid references:
www.ordnancesurvey.co.uk/oswebsite/gi/nationalgrid/nghelp1.html

Question 3. NMRS Number

The National Monuments Record of Scotland (NMRS) is a list of Scotland's archaeological sites and monuments. An **NMRS number** is the unique reference that a site or monument (in this case a graveyard) is given in the Record. Depending on individual circumstances your graveyard may:

- **Be listed on the NMRS as a main entry** (e.g. 'Warriston Cemetery, Warriston Road, Edinburgh)

or

- **As a sub-site within another entry** (e.g. Burial Ground at St. Sophia's Roman Catholic Chapel, Glendaruel – here the chapel is the main entry)

In some case you might find that a graveyard.

- **contains items which have their own NMRS Numbers** (e.g. the Watch Tower found in the graveyard at St Cuthbert's Church, Lothian Road, Edinburgh). In this case give the NMRS number for the graveyard first, then list the other items within the graveyard in brackets.

Alternatively, you may find that your graveyard is

- **not listed in the NMRS either as a main - or subsidiary- entry.** In this case, tick the box marked 'Graveyard not NMRS registered'. If there is an NMRS number for something else at the same site as your graveyard (e.g. private estate, church, institution etc.) still tick the "Graveyard not NMRS registered" box but give the NMRS number and name of the registered entry in brackets.

The NMRS and CANMORE are compiled and managed by the Royal Commission on Ancient and Historical Monuments of Scotland (RCAHMS) in Edinburgh (see Section 6). CANMORE is the name of the electronic database that holds the NMRS information. This database can be freely consulted online via the RCAHMS website (www.rcahms.gov.uk) or through the PASTMAP website (www.pastmap.org.uk). As well as providing the NMRS number, CANMORE can give basic details about the graveyard, bibliographic references and a list of any related information held in the NMRS library. Finding your graveyard on CANMORE can sometimes be difficult, as it may be listed under an older name or be part of a larger site (see above). If you have problems locating your graveyard in the NMRS contact RCAHMS directly (see Section 6).

Question 4. Site Status

There are two main types of legislation that can be applied to graveyards (or individual features inside the graveyard) to provide statutory protection – **Listed Building status** or **Scheduled Ancient Monument status**. Tick the boxes provided to indicate if all or part of your site is listed or scheduled. To find out your graveyard's status, see PASTMAP (www.pastmap.org.uk), a free online map based system which allows you to query Historic Scotland's Listed Buildings and Scheduled Ancient Monuments of Scotland information. If you do not have internet access, either contact Historic Scotland directly (see Section 6) or your Local Authority Planning department who may be able to tell you if any feature or part of the graveyard you are recording is listed or scheduled. If you cannot find out whether your site is listed or scheduled, then tick the 'Don't Know' box provided.

Question 5 Graveyard Situation

Please tick one box which best reflects the extent to which buildings and domestic habitation surround the site.

Question 6. Surrounding Land Use

This section covers the area around the site to a radius of approximately 100m from the graveyard's boundary. Tick all boxes that apply to your site, remembering to describe any other types of buildings or land use that exist but that have not been listed already on the form.

Question 7. Site Type and Layout

As a general rule you should use a separate graveyard recording form where site types which are physically separated areas, areas you know have different histories or use, or if any of a graveyard's zones are particularly large or differ greatly in appearance. When using more than one form please make a note of related records in **Part C: Further Details**.

Part A: Site Type

In Scotland there are many different types of burial grounds (see Sections 1.0 and 1.1). The most common types of burial grounds are graveyards belonging to churches, chapels or other places of worship such as cathedrals and synagogues. Religious houses such as monasteries, abbeys, nunneries and priories can also have their own graveyards. Other types of burial grounds may be either municipally or privately owned (see Section 1.0). Tick all the boxes that apply to your site, and explain any changes in the graveyard's function, layout or history in **Part C: Further Details**.

Occasionally determining the type of graveyard may not be clear-cut. If a site has a ruined building at its centre it may not be possible to tell what type of structure this was originally and whether it acted as a place of worship. The absence of any documentary evidence or on-site notice boards may also make determining the graveyard type more difficult. It is also possible that over its lifetime a graveyard could change in nature (see the example graveyard histories in Section 1.1).

Part B: Graveyard Extensions and Zones

Decide whether the graveyard has areas which look like they were in use at different times or that may have been used for different purposes. Over time, graveyards often incorporate new areas of ground. Alternatively, in some case boundaries or areas of ground can become destroyed (see the graveyard examples at Stirling and Edinburgh in Section 1.1). Some cemeteries might have different burial areas for religious groups, deaths from disease or children's burials. If you ticked the 'Yes' box, describe any extensions or zones in **Part C: Further Details** and make sure these are included in your **Part D: Sketch Plan**.

Part C: Further Details

This section is provided for you to note any other details you have found out or observed about the history and chronology of the graveyard's layout. It is especially important to complete this section if you **ticked more than one box for Site Type** and / or the '**Yes' box for Graveyard Extensions and Zones**. Please use the continuation sheet on the back of the form if you need more space.

Part D: Site Sketch

Drawing a plan of your site can help to give a clear overview of the layout and highlight any zones and extensions more clearly. Your site sketch can also act as a visual aid to help divide up the site into manageable sections for survey. Future users of your work will find a plan invaluable for understanding the location of different areas and features and to track any changes which might have occurred in the graveyard over time. Your site sketch does not have to be to scale, but you should aim to make it as accurate as possible. Before completing this task you might like to read the Council for Scottish Archaeology's Carved Stones Adviser Project's guidance notes *Making a Graveyard Plan* which are available online from www.scottishgraveyards.org.uk

7. SITE TYPE AND LAYOUT *continued* **Part D: Site Sketch**

I attach a separate plan of the graveyard ☐

Please mark the position of boundary walls, entrances, extensions, buildings or other features noted in question 9, making sure that each feature is labelled (for burial enclosures please also note the name of the family who own it). If needed, use the continuation sheet on the back of this form.

8. GRAVEYARD SETTING & ASSOCIATED SITES Please describe anything which might be important about the graveyard's setting, including any features in the nearby landscape which might be connected to the site, for example, a coffin road, holy well, or perhaps another graveyard. Use a the continuation sheet if necessary.

You don't need to make a sketch plan, if you prefer you can annotate an existing map or plan of the graveyard – but remember that this should be of a sufficiently large scale and be up-to-date.

<u>**Sketch Plan - Tips:**</u>

- If possible, take an OS map or other type of plan with you to the graveyard. This can help you to draw the graveyard's outline and layout and to plot the position of any large buildings, such as a church. If you are using a pre-existing plan remember to check all the details on the ground to ensure that it is still accurate.

- The graveyard recording form may provide enough space for sketching a small site plan or for part of your graveyard, if you are dividing the site into sections. If you need more space use a larger piece of paper (A3 is a good size for larger or more complex graveyards). Tick the box marked: 'I have attached a separate plan of the graveyard instead' if you do this.

- Try using a rough copy of the form to sketch your plan and draw it up neatly later on.

- Sketch the boundaries of your site and mark in any paths, places of worship or main buildings first. Try not to concentrate on details too early on in the drawing of your plan, as you may find you run out of space on your paper.

- Once you have sketched the outline of the site you can add and label any interesting features and gravestones you mention elsewhere on the form. Remember to write on family names for any burial enclosures. Other features to note include entrances, extensions, buildings and natural features, such as the positions of large trees and other significant planting.

- Remember to draw a 'North' indicator arrow on the plan to assist future users to find features.

- Note any changes visible to the graveyard's layout at the time of your survey and on historical maps or in other records you may be using in **Part C: Further Details**

Annotating a Map - Tips.

- If you do not feel confident about drawing a site sketch yourself, you might like to annotate an enlarged copy of a OS or other type of map. 1st or 2nd edition OS maps are available online at www.nls.uk/maps. Please see CSA's Carved Stones Adviser Project's guidance notes *Making a Graveyard Plan* for information on using OS maps (available online from www.scottishgraveyards.org.uk).

- Label your maps clearly. Most published maps do not include or label all the buildings or other features found at a graveyard but this information is vital for understanding a site's layout.

- Note any differences between old sketch plans or maps and the present layout, as this could reveal vital information about changes to your site.

Question 8. Graveyard setting and Associated Sites.

Please record details of any features within the neighbouring landscape which may have relevance for the historical or cultural importance of your graveyard (see the graveyard examples at Gordonstoun and Knock of Alves in Section 1.1). Such features might include coffin roads, holy wells, or other graveyard sites. Plot the position of these features to your sketch plan or annotated map if you have space.

Question 9. Graveyard Features

Part A: Entrances and Enclosures.

Describe the site's boundaries and entrances and any decoration to them. Remember to include the position of these features (with labels) on your **Question 7 Part D: Sketch Plan**. The outside walls and gateways of graveyards (especially in cemeteries) may be embellished emblems of death or fine ironwork or contain evidence of blocked up entrances, coffin rests or lychgates. If you need more space use a continuation sheet.

Part B: Buildings, Structures and Other Features.

Tick the box next to all features present at your site. Delete options as appropriate and note how many of each item you find next to its listing. A glossary of built features is provided on Section 1.2. Remember to include the position of any features on your **Question 7 Part D: Sketch Plan** (with labels). The family names associated with any burial enclosures and mausoleum should be noted and sketched on your plan. Give a brief description of appearance and if known their use over time in **Part C: Details**. If you need more space use a continuation sheet.

Part C: Details.

This section allows you to describe the layout, materials and appearance of buildings, and other features, both natural and manmade, within your site. Use the continuation page if necessary, and don't forget to check that the features you mention appear on your **Question 7 Part D: Sketch Plan**.

Part D: Intramural Burials.

in this section, please tick the boxes which describe burials inside the place of worship. If you were not able to get access to buildings to check for these please tick the appropriate box.

9. GRAVEYARD FEATURES

Part A: Entrances and Enclosures

i. Is graveyard enclosed? No   Yes - by a stone wall □ metal railings □ other □ - *state* …

ii. How many entrances has the graveyard ? ………

iii. Is there any carvings or other decoration at graveyard entrance(s) or on the outside the boundary wall?

   No □ Yes □ – please tell us where and describe and / or sketch what you see, use a continuation sheet if necessary.

Part B: Buildings, Structures and Other Features
Tick features found in the graveyard, delete options as appropriate and note number of examples present. Give details of design, fittings and fixtures in Part C

Feature	Number found	Feature	Number found
bee / charter bole □	…………	mausoleum □	…………
(detached) bell tower / cote □	…………	mercat cross □	…………
building (use unknown) □	…………	morthouse □	…………
burial aisle □	…………	mortsafe □	…………
burial enclosure □	…………	mound □	…………
burial vault □	…………	mounting steps □	…………
catacombs □	…………	offertory house □	…………
(ruined / roofless) church, chapel or tower □	…………	ruin (former use unknown) □	…………
church / chapel / other place of worship □	…………	sanctuary cross / marker □	…………
church hall □	…………	standing stone / stone circle □	…………
doocot □	…………	sundial □	…………
gatehouse □	…………	war memorial □	…………
hearse house □	…………	watch tower / watch house □	…………
hermitage / cell □	…………	well □	…………
jougs □	…………	yew tree □	…………
kirk session house □	…………	Other □ – state	…………
lychgate □	…………		

C. Details of the layout, design, fixtures and fittings of any buildings, structures or other interesting built or natural features in the graveyard. In the case of burial enclosures, vaults and mausoleums please note the family they belong to. use a continuation sheet if necessary. Please check that you have plotted and labelled all features on your site sketch (previous page).

D. Intramural Burials: Please indicate if
There is no place of worship in the graveyard □
There are burials / commemoration inside a place of worship □
There is no evidence of burials / commemoration inside a place of worship □
You weren't able to check for burials / commemoration inside a place of worship □
Other □ – state…

Question 10. Gravestone Date and Number

i. How Many Gravestones are Found in the Graveyard?
This section asks you to record the number of gravestones in the graveyard, (count your totals up by zone if necessary). For very large areas it may be necessary to give an estimation (tick box to show if this is the case).

Ii/iii. What is the Date of the Earliest Stone/Most Recent Stone?
It can sometimes be confusing to determine a gravestone's date. For preference, please use the date when a stone was erected (this will often be at the very start of the inscription). If this is not possible, record the year of death which appears first on the gravestone (note this may not always be the earliest death date found on the gravestone). If this is not possible, give the first legible death date.

iv. When Do Most Stones Appear to Have Been Erected?
Decide on the general period in which most stones were erected, e.g. first half of the nineteenth-century. If you can see several periods of intense use these should be noted, for example late eighteenth and early twentieth-century. If your site is a small family graveyard with only a small number of burials over a long period of time this question may not be applicable. Occasionally you may find that all the gravestones were erected within a short period of time. This may be the result of an exceptional event such as an epidemic or accident. In these circumstances it might be possible to show the year or years within which the

Question 11. Types of Gravestones and Other Carved Stones
This illustrated section asks you to count the total number of each type or group of gravestones or other carved stones found in your graveyard. For very large areas it may be necessary to give
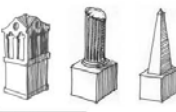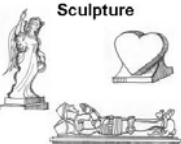
10. GRAVESTONE DATE AND NUMBER Please tell us about the number and date of gravestones. If there is more than one graveyard zone (see question 7) please give details for each separate zone

i. how many gravestones are found in the graveyard? ....

ii. What is the date of earliest stone ?................................

iii. What is the date of the most recent stone?...........................

iv. When do when most stones appear to have been erected?...........................

11. TYPES OF GRAVESTONE AND OTHER CARVED STONES

Please show which types / groups of designs are found in the graveyard, giving an indication of their numbers and dates.

Wall / Mural Monument

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   Pre-C17 ☐
C18th ☐   C18th ☐

Wall / Mural Tablet

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   Pre-C17 ☐
C18th ☐   C18th ☐

Headstone

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   C19th ☐
C18th ☐   Post C19 ☐

Grave Slab or Flat Stone

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   Pre-C17 ☐
C18th ☐   C18th ☐

Chest Tomb or Low Coped Tomb

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   Pre-C17 ☐
C18th ☐   C18th ☐

Table Tomb

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   C19th ☐
C18th ☐   Post C19 ☐

Pedestal Tomb, Broken Column or Obelisk

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   C19th ☐
C18th ☐   Post C19 ☐

Freestanding Cross

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   Pre-C17 ☐
C18th ☐   C18th ☐

Sculpture

Total Found (estimate ☐)
Date - Tick all that apply:
Pre-C17 ☐   C19th ☐
C18th ☐   Post C19 ☐

Other Types of Gravestones / Carved Stones
Please describe, including details on design, number of examples found and, where possible, date. If needed, use the continuation sheet on the back of this form.

Please give **additional details** about any of the designs above. Use a continuation sheet if necessary

---

an estimation (tick box to show if this is the case). Tick the boxes next to the different date periods when each type or group of gravestones or other carved stones occur .

If you are working in a very large graveyard you may find it easier to divide the site up in order to tackle one area at a time and then later combine your results.

Tips:

- Check style and date together to decide on period. Gravestone fashion sometimes drew upon earlier styles, for example the nineteenth-century saw a revival of Celtic designs.
- Some stones can change in appearance over time. For example, if the legs are removed from a table tomb, it may become indistinguishable from a grave slab or flat stone. It may be impossible to tell if this has occurred, and in such cases you should tick the box next to the image which most closely matches the gravestone as it is today.
- Freestanding gravestones are sometimes to be found set into a wall. If it is clear that this has happened in your graveyard, you should count the wall-mounted stones as 'headstones' rather than mural monuments.
- Space is provided at the bottom of the page to note any ambiguities about designs or further details about gravestone types.

Other Types of Gravestones/Carved Stones

This area is left blank for you to record any other types of gravestones or carved stones not covered by the illustrated section. Give a sketch where possible and use a continuation sheet if necessary.

Additional Details. This section allow you give more details about any gravestone and carved stone designs, types, materials or construction methods found in the graveyard. Give a sketch where possible and use a continuation sheet if necessary.

Question 12. Decoration and Carvings

The decoration and carvings found on Scottish gravestones are very rich and varied, therefore the illustrations provided on the form are for guidance only. Examples will differ greatly from site to site.

Part. Trade Symbols.

This illustrated section shows some typical trade symbols carved on gravestones to show the deceased occupation. Not all the symbols for a particular trade will appear on a stone, and sometimes weathering may make them hard to decipher. Please tick the boxes next to the trades you find represented and count or estimate the total number of gravestones with trade symbol carvings in the graveyard. Sketch and describe any unusual examples, using a continuation sheet if necessary.

Part B. Mortality and Immortality Symbols.

This section shows some of the emblems of mortality and immortality found on gravestones. Please tick the boxes next to all the examples you find, using the illustrations to help you. Count or estimate the total number of gravestones with mortality and immortality carvings in the graveyard. Sketch and describe any unusual examples, using a continuation sheet if necessary.

C. Portraiture.

Sometimes you may find examples of stones featuring portrait heads, busts, or even full-length figures representing the deceased (see Figure 3). They may hold books to show their religious devotion. Describe or sketch any examples you find and count or estimate the total number of stones with these carvings. Use a continuation sheet if necessary.

D. Other.

You may find unusual scenes carved on some gravestones that do not fit into the above categories. These include religious scenes such as Adam and Eve (see Figure 1), or Abraham and Isaac (see Figure 2). Please sketch or describe any carvings not included in sections A-C in this section, even if you cannot identify the scene or are not sure what an emblem represents.

Count or estimate the total number of stones with these carvings. Use a continuation sheet if necessary.

E. Heraldic Carving.
Many stones incorporate heraldic devices and coats of arms. Please sketch or describe any unusual examples you find, and note the mottos, if any, and associated family names if known. Count and record or estimate the number of stones with these carvings. Use a continuation sheet if necessary.

Question 13: Interesting or Unusual Gravestones
Your graveyard may contain Interesting or Unusual Gravestones which do not fit into the above categories or stand out noteworthy for other reasons. For example, there could be a local story or legend connected with a particular stone, or your site may contain a memorial to a famous person or be linked to a historic event. Please describe any unusual gravestones here and tell us what makes them important. Use the continuation sheet if necessary.

Specialist research areas – what to look out for in your graveyards to help other organisations with their gravestone recording projects

- **Mariner's memorials**

The National Maritime Museum at Greenwich has its own memorial recording form for you to fill in should you find any gravestones connected to mariners at your graveyard. The form asks for your details, the location of the memorial, its type and description. It also suggests you include a photograph. The National Maritime Museum will used your completed forms to add information to their online database of mariners' memorials. The mariner memorial recording form can be downloaded from the Museum's website (www.nmm.ac.uk/memorials) where you can also find further guidance on this interesting subject:

- **Iron or Bronze Memorials**

Your site may include gravestones or monuments constructed from bronze, cast iron. Further information on these types of memorials can be obtained from Scottish Ironwork, who are happy to receive details of any new examples you may find for inclusion on their database. You can visit their informative website at: www.scottishironwork.org

Question 14. Graveyard Condition
For **Questions A-I** please tick the box which best describes the graveyard at the time of your visit and give details where possible in the space provided. For **Questions J-Q** tick yes or no as appropriate, and count / estimate the number or percentage (which ever is easiest)of stones affected in the graveyard.

A: Vandalism: is there evidence of graffiti or malicious damage?
B: Litter: are there cans, bottles, wrappers or discarded paper within the site?
C: Grass killer: look for signs of yellowing weeds and grass which may have been sprayed around the edges of gravestones and other features.
D: Turf removal: has turf been cut away from around the edges of memorials and other features, exposing a layer of soil?
E: Sunken gravestones: Look for stones which have sunk into the ground or developed banks of soil around them over time, particularly in uneven areas of the site.
F: Gravel surface: record the extent to which gravel has been used in the graveyard.
G: Planting: look for recently weeded or tended areas such a flower beds and shrubberies
H: Grass: have any stones or features become overgrown by grass?
I: Untended vegetation: look for ivy covered stones, plants growing out of gravestones or tree roots pushing up through masonry.
J: Illegible inscriptions: estimate the percentage of stones which are unreadable. Try to assess how widespread this is across the site.

14: GRAVEYARD CONDITION Tick the appropriate box to show extent of graveyard affected and give further details in the space provided

A: Is there any evidence of vandalism in the graveyard? — Details:

□ No	□ Yes - odd examples	□ Yes - some areas (state)	□ Yes: across site	□ Other (state)

B: Is there any litter in the graveyard? — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

C: Is grass killer used near gravestones / other features? — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

D: Is turf removed from around gravestones / other features? — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

E: Have any gravestones / other features sunk or banks of soil built up around them? — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

F: Does the graveyard have a loose gravel surface? — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

G: Is there any planting tended in the graveyard? (e.g. shrubs or flowerbeds) — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

H: Are any gravestones / other features overgrown by grass? — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

I: Are there problems with untended vegetation? (e.g. tree roots, samplings, ivy or plants growing out of gravestones) — Details:

□ no	□ yes - odd examples	□ yes - some areas (state)	□ yes: across site	□ other (state)

J: Are any memorial inscriptions illegible? — Details

No □   Yes □   .... Number of stones or % of site affected

K: Do any gravestones have their foundations visible? — Details

No □   Yes □   .... Number of stones or % of site affected

L: Have any gravestones fallen over or been laid flat? — Details

No □   Yes □   .... Number of stones or % of site affected

M: Are any gravestones broken? — Details

No □   Yes □   .... Number of stones or % of site affected

N: Have gravestones, buildings, walls etc. been repaired? — Details

No □   Yes □   .... Number of stones or % of site affected

O: Is there damage or deterioration of other features or structures? Details

No □   Yes □   .... Number of stones or % of site affected

---

K: Visible foundations: these could be made from either brick, concrete or stone.

L: Fallen gravestones and gravestones laid flat: sometimes it is difficult to tell which gravestones have been laid flat for safety. Estimate the percentage of stones affected.

M: Broken gravestones: i.e. gravestones which have not been repaired.

N: Repairs to gravestones: buildings and walls: Look for new mortar or new stonework, metal ties and fixings or props.

O: Damage and deterioration: this question refers to the other features of the site, not gravestones, but elements like gates and buildings.

P: Cleared features: have some gravestones been tidied up or placed in one corner of the site? Have grave rails been removed? Look for piles of broken stonework which could have been tidied away.

Q: Events and problems affecting condition of the site: perhaps you know about some other circumstances which affect this site, such as a problem with theft or a period of bad weather which damaged the site. Record such details here.

Question 15. Graveyard Care and Ownership
If you know who owns or is responsible for maintaining the graveyard (they may not be the same person), please add their details here. We would also like to know if any local groups are connected to the graveyard.

Question 16. Is the Graveyard Currently Used for Burials?
This section asks you to decide whether all or any parts of the graveyard are still in use for burials or if the site is closed for burials but still maintained, or abandoned. Look for signs like new graves, well-tended plots, flowers and recently erected memorials to help you decide.

P: Have gravestones or other features been cleared, tidied up or moved ?

No ☐   Yes ☐   ....   Number of stones or % of site affected – give details

Q: Have any other events or problems that have affected the graveyard's condition ?   No ☐   Yes ☐   Please give details, use a continuation sheet if necessary.

---

15. GRAVEYARD CARE & OWNERSHIP Please tell us who owns the graveyard, who is responsible for its maintenance (note these may not be the same) and if you know of any groups involved with the graveyard.

ⅰ Owner: *if different*   ⅱ Maintained by

Unknown ☐   Unknown ☐
ⅲ Local groups involved with the graveyard :

Unknown ☐

16. IS THE GRAVEYARD CURRENTLY USED FOR BURIALS? Please indicate if the graveyard:

Is in current use for burials ☐

Has selected areas in current use for burials ☐ – please give details

Is closed for burials but still maintained ☐

Is abandoned ☐

Don't know whether the site is still in use for burials ☐

Other ☐ – state…

17. IS THE GRAVEYARD OPEN TO THE PUBLIC?

ⅰ Please tell us how many people you saw at the graveyard during your survey

ⅱ Please tell us more about these visitors (e.g. are they relatives of the deceased, local residents, family historians, tourists, anti-social users etc.). Use a continuation sheet if necessary.

18. ACCESS : PROBLEMS AND FACILITIES Please tell us what facilities exist for graveyard visitors and of any factors which might restrict the site's use by the public. Use a continuation sheet if necessary.

19. IS THE GRAVEYARD PROMOTED TO VISITORS ? Please tell us about any on-site interpretation boards, leaflets, guided tours, websites or other ways in which the graveyard may be presented to the pubic. Use a continuation sheet if necessary.

Question 17. Is the Graveyard Open to the Public?

Note here how many and what type of people you saw in the graveyard at the time of your visit. For example, did you see families visiting a grave, people walking their dogs or was there evidence of anti-social use such as beer cans or syringes?

Question 18. Access: Problems and Facilities

What facilities exist for graveyard visitors? For example, is there a Church café or toilet on-site? Do visitors have to collect a key to gain entry to the graveyard? Record access details here and note any features of the site that might restrict its use by visitors, such as locked gates, uneven paths or overgrown and dangerous areas.

Question 19. Is the Graveyard promoted to Visitors?

Record details here of any information boards, leaflets, tours, events and websites provided to attract and assist visitors.

Question 20. Looking After the Graveyard

This section asks for your personal priorities for looking after the site you have just surveyed. Not all interests may necessarily be compatible, for example, promoting the site to tourists may lead to it becoming a less peaceful place for mourning and reflection, or keeping the graveyard neat and tidy may disturb established wildlife. Choose four statements that best express your priorities for your graveyard's future, and number them 1-4, with 1 being the most important. Let us know which factors influenced your decision. It is possible that you do not that the graveyard should be cared for at all. If this is the case please tick the box next to show this is how you feel and briefly explain why.

Question 21. Research and Field Recording

You may know of local research and recording work that can enhance an understanding of the graveyard. Record as much information (including bibliographic details) about other research here, and add details on the continuation sheet if needed. How did any previous surveys, maps, studies or photographs of the graveyard differ from what you recorded in your survey? Has the site altered considerably over time or remained mostly the same?

20. LOOKING AFTER THE GRAVEYARD   We would like to know what you think the priorities should be in order to best care for the graveyard you have recorded.

Please pick **four** areas from the list below and rank them in order of importance (1 being the most important). If you think that any area of work listed below should not be undertaken at all please make cross next to it. Alternatively, if you don't think the graveyard should be cared for at all please tick this box and give your reasons why

- Looking after nature in the graveyard   .....
- Making unstable gravestones safe   .....
- Preserving the gravestones   .....
- Preserving all other built features   .....
- Developing role as an educational resource   .....
- Developing role as amenity / leisure resource   .....
- More onsite information about the graveyard   .....
- Other (state)   .....
- I don't think this graveyard should be cared for (state why below) ☐

- Keeping the graveyard neat and tidy   .....
- Ensuring the safety of visitors   .....
- Preserving specific gravestone(s) (state below)   .....
- Preserving specific built feature(s) (state below)   .....
- Developing the site as a visitor attraction   .....
- Providing a suitable place for the bereaved   .....
- Making sure that the gravestones are recorded   .....

Please state briefly any factors that influenced your selection of priorities above Use a continuation sheet if necessary.

21. RESEARCH & FIELD RECORDING   Give details of any research or recording work you know of giving bibliographic details where possible. Please note any differences between these accounts and what you could see at the graveyard at the time of your visit. Use a continuation sheet if necessary.

22. SURVEY DETAILS

i Date of survey

ii Name of recorder

iii Contact details

iv How many miles do you live from the graveyard?

v Do you have any particular associations with the graveyard? (e.g. relatives buried there, attend local church, have completed other recording work at site etc.)

Question 22. Survey Details
All personal details will be treated in the strictest confidence.

4.0 Health & Safety in Historic Graveyards

Whilst graveyards are not inherently dangerous places, the potential for injury still remains. There is an increasing awareness of the risks posed to all cemetery users by the presence of unstable gravestones. In recent years, there have been a number of accidents to members of the public in cemeteries resulting from unstable memorials. The Health and Safety Executive is aware of ten accidents across the UK due to falling memorials (up to the year 2000) of which three were fatal. It is likely that there have been many more accidents that have gone unreported. By keeping in mind the following points you can minimise the possibility of accidents of all types when you visit or undertake a survey in a graveyard:

1. It is preferable to either visit a graveyard with a companion or, if alone, to let a friend or family member know before you set off the date, time and proposed duration of your visit and where the graveyard is located. Some rural graveyards are remote and without many visitors, which can increase the risk to the visitor in the event of an injury.

2. Appropriate footwear contributes to risk reduction. Stout shoes with good treads reduce the risk of slipping over, especially on wet surfaces. Shoes that cover the toes, especially those with steel toe-caps, provide protection in case of contact with stone or metal projections.

3. Many urban graveyards, especially those in city or town centre areas, attract drug users and alcoholics who may threaten or rob visitors. Visitors must assess carefully the risks from such activities before entering a graveyard. Look for tell-tale signs such as vandalism, empty alcohol bottles, and cans and syringes. It is best to avoid a site if there is any doubt about personal safety.

4. Careful attention should be paid to the surfaces of paths and roads within the graveyard to avoid the risk of slipping on icy or greasy surfaces or tripping on sunken or raised parts of the

pathway. Steps are frequently very slippery and should be approached with care, especially by the elderly or infirm.

5. Visitors should not place themselves too near any memorials that exhibit signs of instability. As a 'rule of thumb', it is advisable to maintain a distance from any unstable stone that is equal to at least one and a half times its height. Instability or the collapse of a memorial is often due to a number of related factors, including the failure of a stone's foundation, inadequate jointing of gravestone parts, poorly executed repairs and general weathering and erosion. Any examples of unstable memorials that you discover should be reported to the local authority cemetery manager.

6. Visitors should not lean or sit on any headstone, even if there are no obvious signs of instability.

7. Volunteer surveyors should fully acquaint themselves with the nature of the task to be undertaken and of the physical demands that it presents. Weather conditions can affect adversely the demands of the work, for example, heat can cause dehydration, cold can affect ability to hold implements and concentration levels. In addition, allergic reactions (hay fever, contact with certain plants, insect bites etc.) can increase the risk to health. Do not undertake the task if there is any doubt about your ability to cope with these demands.

8. Before any work is undertaken in a graveyard, the approval of the owner, usually the local authority, must be obtained in writing.

Further information is provided by Historic Scotland's leaflets:
'Health & Safety Guide: Visitors and Owners' and
'Health & Safety Guide: Work Teams, Volunteers and Volunteer Surveyors'
Available from Historic Scotland's website:
http://www.historic-scotland.gov.uk/index/carvedstones/graveyards/carved_stones_electronic_leaflets.htm

Figure 4 - Example of Death's Head
©T. Asquith-Lamb

5.0 Select Bibliography

Unfortunately several of these books are out of print but many libraries may own copies. If you need help in locating any of these books and articles, or have found a book not listed here particularly useful, pleased contact the Carved Stones Adviser at the Council for Scottish Archaeology.

*Essential reading

Background Reading :

Brooks, C. 1989. Mortal Remains: The History and Present State of the Victorian and Edwardian Cemetery, Wheaton Publishing in association with the Victorian Society (Exeter)

Bartram, A. 1978. Tombstones Lettering in the British Isles, Lund Humphries (London)

*Burgess, F. 1963. English Churchyard Memorials, Lutterworth Press (London) [although in the main this book deals with English traditions it still remains one of the best introduction to gravestones]

Child, M. 1982. Discovering Churchyards, Shire Publications, Thomas & Sons Ltd. (Haverfordwest) [a cheap and cheerful guide with a bias towards English churchyards]

Cox, M. (ed.) 1998. Grave Concerns. Death and Burial in England 1700-1850, Council for British Archaeology Research Report 113 (York) [again an English focus but good general background reading]

Curl, J.S. 1993. A Celebration of Death, [revised second edition] Batsford (London)

*Gordon, A. 1984. Death is for the Living, Paul Harris (Edinburgh)

*Love, D. 1989. Scottish Kirkyards, Robert Hale (London)

Tarlow, S. 1999. Bereavement and Commemoration: an archaeology of mortality, Blackwell Publishers (Oxford)

*Willsher, B. 2005. Understanding Scottish Graveyards, Council for Scottish Archaeology and NMSE Publishing

Willsher, B. 1992. 'Adam and Eve scenes on kirkyard monuments in the Scottish lowlands', Proceedings of the Society of Antiquaries of Scotland, Vol. 124: 413-451

Willsher, B. 1996. Scottish Epitaphs, Canongate Books (Edinburgh)

*Willsher, B. & Hunter, D. 1979. Stones: A Guide to Some Remarkable Eighteenth Century Gravestones, Canongate Books (Edinburgh). Regional Studies:

Betty Willsher (1985) provides a comprehensive index of articles published on Scottish gravestones in the Proceedings of the Society of Antiquaries of Scotland

Binnie, G. 1995. The Churches and Graveyards of Berwickshire, (Berwick upon Tweed)

Binnie, G. 2001. The Churches and Graveyards of Roxburghshire, (Kelso)

Black, J. 1992. The Glasgow Graveyard Guide, St Andrew Press (Edinburgh)

Donaldson, I. 1991. East Lothian Gravestones, Lothian District Council

Donaldson, I. 1991. Midlothian Gravestones, Midlothian District Library Services

Turnbull, M. 1991. The Edinburgh Graveyard Guide, St Andrew Press (Edinburgh)

Recording:

'Making a Graveyard Plan' available as a download from www.scottishgraveyards.org.uk

Child, M. 1996. Discovering Church Architecture: A Glossary of Terms, Shire Publications, Thomas & Sons Ltd. (Haverfordwest) [useful for finding terms to describe gravestone shapes and decoration]

Dublin Archaeological Society. 1987. Recording the Past From Ancient Churchyards and Other Sources, Dublin Archaeological Society (Dublin)

Ellwood Post, W. 1964 [reprinted 1999]. Saints, Signs and Symbols: A Concise Dictionary, SPCK (London) [useful reference for religious symbolism]

Grey, T.E. & Ferguson, L.M. 1997. Photographing Carved Stones, Historic Scotland (Edinburgh)

Mytum, H. 2000. Recording and Analysing Graveyards, Practical Handbook in Archaeology 15, Council for British Archaeology (York)

Wells, G and Bishop, B. 2005. Researching Your Graveyard, Historic Scotland

Willsher, B. 1985. How to Record Scottish Graveyards, Council for Scottish Archaeology (Edinburgh)

Conservation:

*Maxwell, I., Nanda, R. & Urquhart, D. 2001. Conservation of Historic Graveyards, Guide for Practitioners 2, Technical Conservation, Research and Education Division, Historic Scotland (Edinburgh)

6.0 Useful contacts

Local Government:

All local authorities have designated Cemetery Managers, whose contact details can be found in your local telephone directory. Other relevant departments and personnel to contact include the Local Authority Archaeologist, Archivist or Head Librarian and the Planning Department.

Government Agencies:

Royal Commission on Ancient and Historic Monuments of Scotland
John Sinclair House
16 Bernard Terrace
Edinburgh EH8 9NX
Telephone 0131 662 1456
For information on graveyards in the National Monuments Record for Scotland. The RCAHMS is also the primary archive for graveyard surveys in Scotland.

Other Useful Contacts:

Council For Scottish Archaeology
c/o National Museums of Scotland
Chambers Street
Edinburgh EH1 1JF
Telephone 0131 247 4119
For contact details for local archaeology societies.
See also www.scotlandsgraveyards.org.uk

Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH12 9EB
Telephone 0131 668 8600

For information about listed and scheduled graveyards and cemeteries, and for the Historic Scotland's Conservation Bureau.

Family History Societies and Libraries:
Scottish Genealogy Society
Library and Family History Centre
15 Victoria Terrace
Edinburgh
EH1 2JL
Telephone 0131 220 3677

Scottish Association of Family History Societies Website
www.safhs.org.uk

Nature in the Graveyard:

Caring For God's Acre
6 West Street
Leominster
Herefordshire
HR6 8ES
Telephone: 01568 611154
Caring for God's Acre website: info@cfga.fsnet.co.uk

Scottish Wildlife Trust
Cramond House
Kirk Cramond
Cramond Glebe Road
Edinburgh
EH4 6NS

Telephone 0131 312 7765

Living Churchyard and Cemetery Project
Arthur Rank Centre
National Agricultural Centre
Stoneleigh Park

Warwickshire
CV8 2LZ
This project has produced two valuable resource packs to promote the natural heritage in graveyards :

British Lichen Society
c/o Department of Botany
Natural History Museum
Cromwell Road
London
SW7 5BD